



## Controller *John Chiang*

### California State Controller's Office

*Applicants with disabilities who need reasonable accommodations, such as a Sign Language interpreter, a reader, or assistance attending an interview please call (916) 323-3055. For Voice / Relay Services, please call: 711.*

**Position:**

(5008) Staff Services Manager III –  
Bureau Chief of Administration

**Position #:**

051-424-4802-903

**Salary Range:**

\$6,915 – \$7,852

**Issue Date:**

10/10/2014

**Contact:**

Sarah Loya, (916) 322-3351

**Location:**

Accounting & Reporting  
3301 C Street, Suite 740  
Sacramento, CA 95816

**Final Filing****Date:**

October 23, 2014

**Application Information:**

Individuals who are currently in this classification, or are eligible for lateral transfer or promotion, or are reachable on a certification list may apply. SROA/SURPLUS candidates will be given priority.

For permanent positions, SROA and surplus candidates should attach "surplus letters" to their application. Failure to do so may result in your application not being considered.

**Submit a Std.678 State Application and Resume to:**

State Controller's Office  
ATTN: Sarah Loya  
3301 C Street, Suite 740  
Sacramento, CA 95816

Looking for a job that you can feel passionate about? Looking for work in an inviting work environment? If you are interested in working in a fast-paced environment surrounded by enthusiastic and self-motivated people, then look no further! The Office of the State Controller (SCO) is the destination Constitutional employer within the State of California.

*Applications will be screened and only the most qualified will be interviewed.*

The selected candidate considered for the advertised position will be required to undergo a fingerprint clearance and any offer of employment will be contingent upon live scan fingerprint results.

To be considered for this position you must provide documentation that you meet the minimum qualifications. Please include a copy of your degree, transcripts, or detailed work experience on your application. If it is determined an applicant does not meet the minimum qualifications, you may not be considered for the position.

**Scope of Position:**

The Staff Services Manager III, as Chief of the Administration Bureau, oversees the operations of three sections within the Division of Accounting and Reporting, responsible for administrative services, information technology, and legislation. The incumbent will provide leadership and oversight in directing the work of section managers, while setting, promoting, and attaining Department, Division, and Section goals.

**Duties and Responsibilities:**

**(Candidates must perform the following functions with or without reasonable accommodations.)**

- Oversee management of budget, projections, budget change proposals and reimbursements.
- Oversee personnel policy and processes including recruitment, hiring, timekeeping, and exam planning.
- Oversee all functions pertaining to administrative services, including but not limited to facilities, contract management, procurement, record retention, and business continuity.
- Oversee staff assigned to providing information technology support, development of desktop and mainframe financial systems, and applications that sustain the Division's business operations.
- Oversee the analysis of legislative bills that impact state and local

**Please write “051-424-4802-903” on your application and indicate the basis of your eligibility in the job title section. Applications without this information may be rejected.**

**(Statewide)**

government financial accounting and reporting and programs related to the Division’s control functions.

**Desirable Qualifications:**

- Excellent communication skills.
- Excellent attendance and dependability.
- Ability to make decisions.
- Ability to use tact and good judgment.
- Excellent planning and operations management skills.
- Possess strong organizational skills and a commitment to provide quality customer service.
- Ability to multi-task, be flexible to change, and function in a politically sensitive environment.
- Ability to establish and maintain cooperative and positive working relationships with others.

**MISSION:**

Protect California's financial integrity while providing transparency and excellent service.

**VISION:**

Provide stewardship of public dollars while building a forward-thinking culture of continuous improvement and innovation.

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*The State Controller's Office is committed to providing an equal employment opportunity to all, providing reasonable accommodations, prohibiting sexual harassment and discrimination based on race, color, ethnicity, national origin, ancestry, sex (gender identity), age, disability, genetic information, religion, sexual orientation, political affiliation, marital status, pregnancy, military status, and to providing protection against retaliation. Rev. 8/12*